



Human Resources

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To: Ryan Spitzer, Town Manager
Members of the Town Council

From: Linda Gaddy

Date: 8/6/2025

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of July 2025.

New Hires:

Jawan Jones, Police Officer Trainee (B.L.E.T.)
Charles Virden, Police Officer Trainee (B.L.E.T.)
Emma-Claire Zecchini, Police Officer Trainee (B.L.E.T.)
Skyleen Alvarez, 911 Telecommunicator

Resignation/Termination:

Eleazer Lopez, Police Officer

Retirements:

none

Transfers:

none

Promotions:

none

Current Openings:

Police Officer: 2 openings for lateral hire
911 Telecommunicator, 1 in final offer stage

Departmental Update:

Employee Appreciation and events:

We held our second Destress and Refresh event Thursday, July 17th which was well received again. We plan to offer this opportunity about three times throughout the year.

Employees and their guests will be joining in the Town Takeover of the Charlotte Knights game night 8/13/2025. We were able to secure two blocks of discounted tickets. The Town contributed to the cost of the already discounted tickets to make them affordable for everyone.

We have begun planning the Trunk or Treat employee participation for October 25.

Recruiting:

We are seeking two experienced Police Officers. We also have a full slate of those attending B.L.E.T. classes that began in June and July.

Performance Evaluation

The annual performance reviews for everyone except the sworn Police Officers are in progress. Results will be analyzed the 3rd week of August in preparation for associated merit pay increases the first of September. Sworn police staff continue to receive their evaluations on their anniversary date throughout the year. Staff are scored on the last year's goal achievement, and competencies, and are assigned goals for the next year.

Wellness:

We held our second Destress and Refresh event Thursday, July 17th. The next de-stress mini-event hosted by human resources is planned in November. This is a time for staff to intentionally decompress and learn relaxation and stress relief techniques and resources. We plan to host an event about 3 times per year.

We continue to issue reimbursements to employees through the wellness benefit which rewards and encourages healthy living (physical, financial and lifestyle wellness). Budgeted wellness dollars reimburse employees for approved expenses in these categories. They can each claim up to \$600 of reimbursement during the benefit/fiscal year. This has been a popular program, therefore we have continued it this year. This encourages the staff to take care of themselves, which also benefits the Town in many ways from lower turnover, higher productivity and less missed work, as well as lower medical claims.

We are also planning a new employee resource group that will be formed to get employee feedback and ideas for wellness and appreciation needs and ideas. Representatives of each employee group would meet once a month to develop plans for both wellness and appreciation and how best to communicate and involve all staff. Various staff have shown interest in different wellness initiatives, so this group will focus on finding out what is top priority for our staff.

Safety:

We had one small incident in July. Our safety captains and field supervisors have been trained in handling extreme heat conditions. They have protocols and preventive measures in place. Employees also have been trained to keep an eye out for each other and what to look for in someone experience complications from heat exposure. The hearing test van will be here in September to conduct annual hearing tests for those who operate equipment that can affect their hearing.